

**Interagency Coordinating Council (ICC)**  
**July 25, 2017**  
**Meeting Minutes**

**ICC MEMBERS:** Bruce Orr, Ann Woolfolk, Kate Tullis, Pam Reuther, Cindy Brown (Pending appointment), Susan Mateja, Ann Meduri, Mary Moor (Proxy for Susan Cycyk), Paula Broody (Pending appointment)

**INTERESTED PERSONS:** Erik Hochrein (CDW/DPH/South), Kathleen Devine (CDW/DPH/North), Mary Agnes Ruthkowski (Bayada Peds), Lisa Savino (Bayada Peds), Gaye Council (CDW/DPH/North), Rachel Papen (Parent, Kent County), Judith Gorra (CDW/DPH/South), Pam Green (CCHS), Kristin Harvey (DDC), Flo Kinney (Sunny Days), Doreen Brown (Easter Seals), Stacey Miller (CDW/DPH/South)

**STAFF:** Robert Bordley, Freda Collins, Peggy Miller, Pam Weir

*Participated via conference call ~ Denise Cuff, Heidi Beck*

**Introductions: Members & Guests**

Bruce Orr called the meeting to order at 12:10 pm. Meeting participants introduced themselves.

Minutes from the April 25, 2017 could not be approved due to the absence of a quorum.

**Family Story- Rachel Papen, Parent**

Rachel described her experience with Child Development Watch and her eagerness to improve early intervention systems navigation for new families.

*"We need to further build our parent village by strengthening the programs already in place and working towards refining elements to reach and support families in need. We need to expand education to parents via the platforms they access daily: social media. We need to tweak playgroups to include explicit and embedded strategies that help all attendees improve their skills: either as parents or a children. We need to think creatively about progressive solutions that allow more access to services without burdening providers with more work. Perhaps we can work collaboratively with local schools develop reciprocal teaching and learning opportunities for students."*

Rachel will be working with Birth to Three staff on outreach materials in the coming months.

**Review of SSIP- Pam Weir, Birth to Three**

Pam Weir gave an update on the Phase III State Systemic Improvement Plan (SSIP) submission to the Office of Special Education (OSEP) and discussed what the implementation teams are working on in this next phase of the project.

Please double click on the slide on page 3 below to launch the presentation.

**Vice-Chair Vote- Meeting Attendees**

Voting for the Vice-chair position could not take place due to the absence of a quorum.

## **Part C Determinations- Robert Bordley, Birth to Three**

Robert Bordley presented the State's Annual Performance Report (APR) and determinations data. Please double click on the slide on page 4 below to launch the presentation.

## **CDW North Update- Gaye Council, Child Development Watch**

Gaye Council reported on current caseload data and important information. Please see information below on page 4.

## **CDW South Update- Erik Hochrein, Child Development Watch**

Erik Hochrein reported on current caseload data and important information. Please see information below on page 5.

## **Final Thoughts: Announcements, Comments & News**

Attendees discussed the need for more ICC members to be appointed and attend regularly to have a quorum and move ahead with some of the pressing issues discussed such as:

- CDW referrals and capacity
- Outreach to providers
- Chair positions on the Executive Committee
- Family engagement

Pam Weir and Peggy Miller described the process for an interested person to become an ICC member and the inconsistency of appointments this past year. For example, an interested parent submitted their application over a year ago and only recently received feedback from the Governor's representative that they were not eligible to become a member. Had this person been reviewed and considered when the application was first submitted, they would have been eligible for membership. Currently, three applications have been submitted and are awaiting approval. More clarity is needed regarding the process and wait time.

Further discussion on this matter provided insight regarding options to better process applications and work with the Governor's office. Attendees suggested drafting a letter to be included in the division director's bi-weekly newsletter describing the challenges the ICC is facing.

**Update:** Per a 7/28/17 conversation between Pam Weir and Lydia Massey, ICC Executive members will be meeting on 8/17/17 from 1-2PM with Lydia Massey, Director of Boards and Commissions and Raymond Lewis (if available), Deputy Director of Boards & Commissions at the location below to discuss our Delaware Health and Social Services (DHSS) Interagency Coordinating Council (ICC), #0137 Membership.

Office of Governor John Carney  
Tatnall Bldg  
150 William Penn St.  
Dover, DE 19901  
2<sup>nd</sup> Floor

Following the 8/17/17 meeting, Pam Weir will work with the Executive members to draft notes and disseminate.

Meeting adjourned at 2:30.

**Next Meeting:**

Tuesday, October 24, 2017

12:00 noon ~ 3:00 PM

DE Technical & Community College Campus

400 A Corporate Training Center

Terry Campus, Dover DE

Additional information regarding early intervention may also be found on the Birth to Three website:

<http://www.dhss.delaware.gov/dhss/dms/epqc/birth3/directry.html>



**Delaware Part C  
State Systemic Improvement  
Plan (SSIP)  
Birth to Three Early  
Intervention  
Pam Weir, Assistant Part C  
Coordinator**



Delaware Health and Social Services  
Birth to Three Early Intervention System  
Part C

## Results Driven Accountability

### State of Delaware 2017 Part C Results and Determination

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#### Child Development Watch (CDW) North

COSF											
JANUARY - APRIL 2017											
Total Children Exited During The Quarter				→	→	→	→	107			
Total COSFs Not Received							→	→	12		
Percentage				→	→	→	→	89%			
CASELOAD CAPACITY REPORT - 07/17/17											
Total Caseload								895			
Number of active CDW North Family Service Coordinators								24			
Number of Active Cases Managed by Family Service Coordinators								61	Highest		
								10	Lowest		
Avg. Caseload Capacity - Service Coordinators								158%			
Avg. Caseload Capacity - Supervisors								266.00%			
Caseload Capacity Range All Service Coordinators								310%	Highest		
								68%	Lowest		
STAFFING UPDATES as of 7/25/17											
Vacant Positions											
APRN - full time (2)											
Sr. Social Worker/Case Manager - full time (recently approved to post and fill)											
Administrative Assistant - full time. Hiring freeze position.											
HIRES											
APRN - casual seasonal- filled 7/10/17											
EARLY CHILDHOOD EDUCATION SPECIALIST - full time - contract staff											
HIRING FREEZE											
Approved to recruit critical fill positions only for example, nursing vacancies.											

## Child Development Watch (CDW) South

Collection of Quarterly COSF Data to be reported at quarterly Interagency Coordinating Council (ICC) for the following time periods:

<b>COSF Data</b>	<b>Date of ICC Meeting</b>
October 1- December 31	January 24, 2017
January 1- March 31	April 25, 2017
April 1- June 30	July 25, 2017
July 1- September 30	October 24, 2017

- Track only eligible children
- Use date of ineligibility
- Data collected will be added to CDW report for ICC

### **CDW – South April – June 2017**

<b>How many children exited during quarter?</b>	<b>204</b>
<b>How many exit COSFs were received?</b>	<b>48</b>
<b>How many exit COSFs were received in timeline?</b>	<b>48</b>
<b>How many are out of compliance?</b>	<b>2 have not been received as of 7/13/17</b>